

Community Action Duluth: Job Posting
Childcare Staff
Posted: March 8, 2017
Open Until Filled

Position Title

Childcare Provider
On-Call/Varying Schedules

Community Action Duluth prides itself on creating an accessible and welcoming environment for the families who engage with us. A large part of that, is providing a family-friendly environment where parents can engage in learning, training and civic life while their children are being cared for in meaningful and engaging ways. Our childcare staff make that possible.

Childcare staff members require enthusiasm for working with children and youth, patience and empathy. Previous experience working with children is preferred but not required. Flexibility and a willingness to work evenings and Saturdays is a must.

Key Responsibilities include:

- Greet and welcome all children, volunteers and project staff with empathy, kindness, patience and service
 - Work to understand children's experiences, and be open and responsive to needs
- Return messages and respond to communication from the Childcare Coordinator promptly
- Represent yourself as a positive role model, and Community Action Duluth as a positive organization at all times
- Handle complaints and criticism from participants and constituents politely and with grace

This position is part-time and best described as “on-call with notice”, meaning that while evening programming is scheduled usually a few weeks in advance, schedules and shifts vary regularly. Average work hours are in the evenings and the amount of time worked, ranges between 2-12 hours/week. The position is non-exempt with a starting wage of \$13.50/hour; access to an Employee Assistance Program is provided. *All childcare staff must pass a background check.*

Applications will be taken until positions are filled. Please send an e-mail outlining why you are interested in working with children and connected to our mission. Please also include your contact information. You may submit a resume, but it is not required. E-mails can be sent to jobs@communityactionduluth.org and put “Childcare Provider” in the subject line. Please also indicate how you heard about the position opening.

Community Action Duluth is proud to be an Equal Opportunity Employer. We believe that diversity of background and perspective are strengths. We seek to continue to grow a diverse, highly committed, skilled, and collaborative staff.